

**AGENDA FOR THE MEETING OF THE
CARNEGIE-SCHADDE MEMORIAL PUBLIC LIBRARY
BOARD OF TRUSTEES**

Members noticed must notify the person who prepared the agenda (see below) at least 24 hours before the meeting if they will not be able to attend.

Date and Time: Tuesday, April 19th 2022, 5:30PM

Location: Conference Room (use South door), Baraboo Area Chamber of Commerce, 600 W. Chestnut, Baraboo WI 53913

This meeting is open to the public.

Board members or the public may attend remotely by Zoom.

+1 312 626 6799 US (Chicago)

Meeting ID: 893 8059 3376 Passcode: 675455

Members Noticed: E. Blasing, J. Ellington, L. Harthorne, F. Hartmann, A. Kujawa, B. Persche, P. Roland, L. Steffes, B. Stelling

Others Noticed: City Clerk, City Administrator, City Engineer, CDA Director, Mayor, Library Staff, Media, C. Arndt

I. Call to order

- A. Roll call of members
- B. Note compliance with Open Meeting Law
- C. Approval of the March 15, 2022 Library Board meeting minutes
- D. Approval of the Agenda

II. Public Hearings/Appearances

III. Action items

- A. Consider proposal to implement new staffing structure in 2023
 - 1. Organization chart
 - 2. Job descriptions
- B. Consider proposal to allow City Finance staff to post check to water utility upon approval from the library board's bill examiner to avoid paying late penalties.
- C. **Closed Session** - The Library Board may go into CLOSED SESSION as per Wisconsin Statute 19.85(1) (c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (Library Director annual evaluation)
Motion by: _____ Second: _____ Roll call vote: _____
- D. **Open Session** - The Library Board will return to OPEN SESSION as per Wisconsin Statute 19.85(2) to address any business that may be a result of discussion conducted in Closed Session
Motion by: _____ Second: _____ Roll call vote: _____

- E. Consider approval of bills in the amount of \$_____: J. Ellington, Examiner

IV. Information items

- A. Library expansion project update
 - 1. Current status of construction
 - 2. Current status of library operations
 - 3. Timeline/schedule changes if any
- B. Financial Reports
 - 1. Revenue and donations report
 - 2. General Fund Income Statement with Comparison to Budget report
 - 3. Trust Fund report (including Building Project Fund)
 - 4. Third Oak statement
- C. Staff reports
 - 1. Adult Services and Technology Report
 - a. Adult Programs
 - 2. Youth Services Report
 - a. Program Statistics
 - b. Activity Report
 - 3. Director's Report
 - a. ARPA grant awards
 - b. Activity Report
 - i. Community Engagement/Outreach
 - ii. Projects/Events
 - iii. Operations/Personnel
 - iv. 2023 Budget
 - v. Newspaper column
 - vi. Monthly newsletter
- D. President's Report
- E. Statistics

V. Friends of the Library meeting Minutes

VI. Correspondence

VII. Adjourn

Agenda prepared by J. Bergin

PLEASE TAKE NOTICE that any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format, should contact the Library Director at 230 4th Avenue, or phone 356-6166, during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.